

CITY OF COVINGTON, KENTUCKY  
APPLICATION FOR OCCUPATIONAL LICENSE  
FINANCE DEPARTMENT 292-2183 OR 292-2184  
638 Madison Avenue Covington, KY 41011  
Office Hours 8:00 AM – 4:30 PM

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Every business or individual subject to the Occupational License Fee is required to complete this application and return it with \$30.00 to the Finance Department. The \$30.00 fee is not required of nonprofit organizations. A permit from the Zoning Department (292-2170) is required of all businesses located in the City of Covington. The following information is necessary for our records.

DATE \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_

APPLICANT \_\_\_\_\_ ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_ MAILING ADDRESS (if different from above) \_\_\_\_\_

Is Business a:

Individual \_\_\_\_\_  
Partnership \_\_\_\_\_ (list name & address of  
each partner on a separate schedule)

Corporation \_\_\_\_\_ (list name & address of  
each officer and agent for service on a  
separate schedule)

Other \_\_\_\_\_ (Describe)

ACCOUNTING PERIOD:

\_\_\_\_\_ Calendar Year  
\_\_\_\_\_ Fiscal Year \_\_\_\_\_ / \_\_\_\_\_  
month day

FEDERAL TAX EIN # \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

DATE OPERATION STARTED IN COVINGTON \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

DO YOU HAVE OR WILL YOU HAVE EMPLOYEES WORKING IN COVINGTON? \_\_\_\_ YES \_\_\_\_ NO

If so, the City of Covington Payroll tax to be withheld is 2 1/2 %.

DATE EMPLOYMENT WAS FIRST GIVEN OR WILL BE GIVEN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

OTHER INFORMATION \_\_\_\_\_

I hereby certify that all information and statements are true and correct.

\_\_\_\_\_  
Signature Title

ZONING PERMIT ATTACHED \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_